

(a word template is available on the web site to help you format your paper)

Title - Author Guide for Preparing Your EDSIG / CONISAR Cases Paper

18 point
Verdana

No identifying author or institution name should be included at this point, leave space for this to be inserted later

9 point Verdana
this point forward

Abstract

12 point Abstract
Heading

The abstract should summarize the content of the paper. Make it a single paragraph. Try to keep it below 250 words and do not include equations or references in it. If you use abbreviations in the paper, i.e., CIS, use the full meaning of the abbreviation in the abstract, i.e., Computer Information Systems.

Keywords: author guide, manuscript, camera-ready format, instructions for authors, paper specifications, max of six keyword concepts.

Columns: 3.1",
with .3 between

1. CASES TRACK INFORMATION

Cases submissions consist of two components: the case itself (the students' material) and instructor's material. The objective is to encourage the use of cases by enabling colleagues to quickly assess the usefulness of a case and then use it with minimum preparation. We suggest using a "Hook" statement that generates interest in the case. Think of this like a phrase that you might see on a poster advertising a motion picture.

Multimedia materials are strongly encouraged – photographs (in public domain), videos and audio files should be included where they add to the case. This is one of the ways in which we hope to distinguish cases presented through EDSIGCON /ISEDJ.

Portray real people, organizations, and situations. Certainly, you may base the case on data gathered during case-based research. However, information may be disguised to avoid identifying the subjects of the study or violating agreements.

Depending on the level of difficulty desired, consider providing some irrelevant information that will increase the "real world" feel of the case.

Avoid words that indicate your own value judgments in the case. However, such words spoken or written by the people depicted in the case are appropriate.

Please use the past tense and limit the text of the students' material to 5,000 or fewer words.

2. INSTRUCTOR'S MATERIAL

Consider including the following items, which would encourage the use of your case by enabling colleagues to quickly assess the usefulness of a case and then use it with minimum preparation.

A list of pre- or co-requisite key terms, concepts, skills/techniques. This will help instructors help students in concept formation by identifying specific terms and concepts that students must be able to define to achieve the analysis goals of the case.

Suggested questions for prompting discussion along with possible responses.

Pre- and post-case questions designed specifically to support assessment of learning.

Teaching tips based on piloting of the case (if it has been piloted) including remarks regarding material that seems especially difficult for students to grasp. This might also include actual decisions made by the firm (if appropriate) which might aid in the discussion.

Masters of slides and handouts, if applicable.

Data workouts, if applicable

3. IMPORTANT INFORMATION

The appearance of the conference proceedings and the ISEDJ journal are greatly enhanced by standardized formatting.

The only format accepted will be Microsoft Word documents. You may submit in .doc or .docx format (if your file is extremely large, prepare the document in Word and then Zip the file).

Page Layout Options

The entire document layout (every page) should be set to **1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin**. After the keywords, insert a section break (**use - Breaks**) - continuous and **format column to two (3.1 inch) with spacing of 0.3** inches between columns. While on the **Page Layout Tab**, change the **Hyphenation Option to NONE**.

In addition, set your pages to full justification. Do not use any headers, footers, page numbers or footnotes in your document. If you have any headers/footers please delete all as they will interfere with the conference information we will place there when published to the web.

Set the font to Verdana, if you have it available. Use 9 point font for the body of the paper. If you do not have Verdana use Times New Roman. Place only 1 space after the period ending a sentence. Place a blank row between paragraphs.

Use the **paragraph / spacing** options to set paragraphs to **alignment justified, indent zero, spacing before to 0pt, spacing below zero, and line spacing zero**. Please check your paragraph line spacing as the newer MS templates defaults the line spacing to 1.15, please revise to single.

Title

The title should be Verdana 18pt font, Mixed Case (not UPPER CASE), not bold. You may insert soft returns (shift enter) into long titles to improve readability. Center your title. Because the first page top margin is 1.0 inches, please add a blank line before the title.

Abstract

The word "Abstract" should be centered in Verdana 12pt bold. The rest of the abstract and the keywords should be Verdana 9pt font. The word "Keywords:" should be bold. The abstract should not exceed 250 words. In a few sentences, what is the business situation and what are the business problem(s) to which the case applies?

Keywords

Select four to seven keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right.

4. PREPARATION OF SUBMISSION

Major section headings should have alignment centered, indent zero, all caps- and bold as shown below. Widow/orphan should set pagination to "keep with next."

Please note that paper submissions must be limited to 5000 words (max), excluding appendices and references.

General Appearance

The text of the conference is English. Your paper must not contain corrections nor should they contain page numbers, headers or footers. This document is printed in the format that should be used in the paper.

Material

Prepare one ZIP folder/file to upload to the web site. This should contain:

The case (students' material) Word document

The instructor's material Word document, which will only be accessible with an EDSIG membership login.

Any other materials pertaining to the case, for example, PowerPoint presentations, additional handouts, data workouts, database files, video files, audio files and image files.

5. HEADINGS

Major headings are to be column centered, numbered, in a capitalized bold font as shown in this document. Do not use the Microsoft List Item Numbering as it will not center properly.

Subheadings

Subheadings should be in bold font with initial capitals, and left justified. Insert one line before the subheading title, but not after.

6. FIGURES/TABLES

Figures and tables should be placed in the manuscript on the page where they are referenced (if they fit). Figures and tables that will not fit in one column should span the entire page and should be located at the top or bottom of the page. Section breaks should not be used when adding tables/figures. To achieve the proper formatting, format figures and tables with text wrapping (tight) and position the item at the top or bottom of the page.

Place the identify information about tables and figures, **below the Figure or Table.**

You also have the option to place large tables and figures in the appendix.

7. FORMULAE

All equations must be typed utilizing a suitable processor. They should be numbered consecutively throughout the text, at the flush-right edge of the equation, enclosed in parentheses. It is acceptable to present equations as .jpg or .gif files, 3.1 inches wide.

8. CONCLUSIONS

The enhancements to information systems education is identified or repeated here. DO NOT repeat the abstract or portions of it.

9. ACKNOWLEDGEMENTS

Place before the references.

10. FOOTNOTES

Use endnotes instead.

11. REFERENCES

We request you follow the APA (American Psychological Association) guidelines to cite sources. Following are examples of typical citation items:

Harris, A. (2009). Publishing in JISE. *Journal of Information Systems Educators*, 7(1), 12-15. (Journal with 1 Author)

Harris, A., & Harris J. (2009). Publishing in JISE. *Journal of Information Systems Educators*, 7(1), 12-15. (Journal with 2 Authors)

Harris, A., Harris J., & Colton D. (2009). Publishing in JISE. *Journal of Information Systems Educators*, 7(1), 12-15. (Journal 3 or more Authors)

White, B. (2009, June 1). Why June is a great month to submit an article to EDSIG. *Chronicle of Higher Education*, 22(7), 15-16. (Magazine Article)

Ashby, W. Ross (1956). *An Introduction to Cybernetics*. Methuen Press, London. (Book)

Hunsinger, S. (2010). My life with Word Press. In M. Smith (Ed.), *Word Press in the 21st Century* High Point, NC: High Point Press. (Book Chapter with Editor)

Sendall, P., & Ceccucci, W. (2008). Why Web 2.0 implies I should get a raise. *New England Online Education* 7(12). Retrieved June 6, 2010 from <http://giveaddress.com/xxx> (Online Journal or Publication or Article)

When citing references in the text, include the last name and year. The citation should appear in parentheses such as (Ashby, 1956) or, if you need to comment about Ashby (1956) stated we are great.

Two author papers should be cited in the document as (Harris & Harris, 2009).

Three or more authors in a paper should be cited the **first time** with the names all authors as in: (Harris, Harris, & Colton, 2009). However, addition citations in the document with 3 or more authors should abbreviate the list as (Harris et al., 2009).

If two or more papers are cited by the same author, separate the years with commas. Identical years for the same author should appear as (2009a) and (2009b) in the body of the document as well as the references.

Appendices and Annexures

Typically, an appendix or annexure will include actual handouts given in class, or questionnaires used for surveys, or **other presentation graphics and tables** that do not fit readily into the body of the paper but are still important for clarity or completeness. Often these items were prepared for other purposes than presentation as a part of your paper, and it is acceptable that they do not adhere to font face, font size, and column requirements observed elsewhere in your paper.

In appendices, you are allowed to have margins that are larger but not smaller than the generally required margins, which are 1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin.

So long as you adhere to the margin requirements, appendices may be presented in any format that you desire.

Rotated pages (landscape orientation) are not allowed in the body of the document, but they are permitted in the appendices. The margin requirements for them are 1.5 inches above, 1.0 inches below, 1.1 inches left, and 1.0 inches right. This will allow the entire page to be rotated anti-clockwise 90 degrees for final typesetting.